

## **ENGAGEMENT RECORD: INSTRUCTIONS AND INFORMATION FOR APPLICANTS AND REFERENCES**

### **Part A - To Be Completed by Applicant Experience Information**

The applicant must complete Part "A" of an Engagement Record and Reference Form for each engagement listed on the application form. No more than one engagement may be listed on a form. Part A of the form must be typed or completed online. Both the applicant and the reference must sign the form in the appropriate places. **FAILURE TO COMPLY WITH THE REQUIREMENTS WILL INVALIDATE THE REFERENCE.**

Clearly identify each engagement and ensure that engagements do not overlap. Provide sufficient information to allow the Board to determine if you meet the experience requirements. The Engagement Record consists of all of the forms the applicant provides. It should be completed up to the date of filing, with no gaps, other than for periods of unemployment. Each engagement must be summarized on the forms provided. Additional sheets may be added, but not substituted for the form. Your present engagement is number 1. State the exact beginning date (month, day, year) for each engagement, or month-end will be assumed. Different projects for one employer at one level of responsibility are not considered separate engagements. The total Engagement Record must include sufficient verified qualifying experience to meet application requirements. Without sufficient verified experience, the applicant will be found to be ineligible.

The applicant must send the original of the form, with Part "A" completed, to the reference for that engagement, along with a self-addressed stamped envelope for the reference's use in returning the completed form. The applicant will submit all completed, sealed, and signed reference envelopes to the Board in his or her application for licensure.

### **Reference Information**

An applicant for authority to use the title Structural Engineer must provide at least three references from persons having a current and valid registration as a structural engineer in California, or the equivalent thereto. Each reference must have personal knowledge of that portion of the applicant's qualifying experience he or she is verifying. Personal knowledge must have come from an examination of the applicant's work to the extent that the reference is sufficiently familiar with that experience to comment about it.

A minimum of three references is required. A reference must be provided for each engagement for which the applicant desires credit so that the time verified by all references adds up to at least three years. References from supervisors are preferred. If, however, the applicant cannot obtain references from supervisors, references may be obtained from other registrants who have personal knowledge of the applicant's qualifying work experience. References from relatives, either by birth or marriage, are not normally acceptable.

It is the applicant's responsibility to select references that can verify the applicant's qualifying work experience.

The applicant must make sure that his/her application and all of the sealed envelopes containing Engagement Record and Reference forms are placed in the appropriate envelope which then must be postmarked by the final filing date and mailed directly to the Board.

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### Part B - To Be Completed by Reference Instructions and Information for References

As a reference, you are to complete Part B of the form. Typewritten responses are not required on Part B. Your statements should reflect your professional opinion, based on personal knowledge. The Board relies heavily on your opinion. Be accurate, candid, and specific. You should personally complete and sign the form, place it in the separate envelope provided by the applicant, close and seal the envelope, sign the sealed envelope across the flap, and return the sealed envelope to the applicant.

To assist you in determining the applicant's qualifications, the following information is provided concerning qualifying experience for structural engineering applicants:

- The term "responsible charge" means the process of exercising control and direction of professional engineering work, and making engineering decisions which can only be made by a professional engineer. Responsible charge directly relates to the span or degree of control over projects that a professional engineer is required to maintain.

The span of control necessary to be "in responsible charge" is such that the engineer:

- (1) personally makes engineering decisions concerning a project, including consideration of alternatives, or reviews and approves proposed decisions prior to their implementation, whenever such decisions affect the health, safety, or welfare of the public; and
- (2) judges the qualifications of technical specialists and the validity and applicability of their recommendations before such recommendations are incorporated into the work.

When making critical engineering decisions, the engineer must be physically present or be available by telephone or other communication devices within a reasonable period of time. The engineer must be a licensed civil engineer in the state where the work experience took place in order for that engagement to qualify as "responsible charge."

- Qualifying experience consists of professional level employment "in responsible charge" of major projects. It does not include overtime, trainee, or orientation programs, any work done before initial licensure as a civil engineer, or work done on exempt structures as defined in Section 6737.1 of the Business and Professions Code.
- Qualifying experience consists of structural design experience in:
  - (1) use of three of the four common construction materials – Steel, Concrete, Wood and Masonry
  - (2) determination of lateral forces – seismic or wind
  - (3) selection of framing systems
  - (4) selection of foundation systems
  - (5) application of code requirements
  - (6) multi-story buildings or equivalent multi-level structures

Checking of structural engineering plans and calculations is also considered qualifying experience provided that the work is performed under the immediate supervision of, and certified to, by licensed structural engineer.

ONCE YOU HAVE COMPLETED AND SIGNED THIS REFERENCE FORM IT BECOMES A CONFIDENTIAL DOCUMENT AND IT MAY NOT BE REVIEWED BY THE APPLICANT UNDER ANY CIRCUMSTANCES, EXCEPT AS PART OF A LEGAL PROCEEDING.